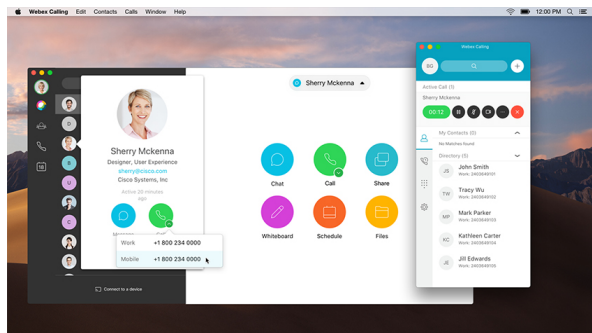


WEBEX QUICK GUIDE



All new Webex user accounts will be free for the duration the COVID-19 response.

For additional information about using Webex Meetings: ebooks.cisco.com

Getting a Webex account

1. Contact your Agency Telecommunications Coordinator (ATC) and request the Web Conferencing (Webex) service. If you do not know who your ATC is refer to the ATC list in this document or contact the OCTO Telecom Governance team at 202-727-8566.
2. Once your request is processed, you will receive an email with instructions to set up your account.

Signing into Cisco Webex and Setting Your Profile PIN

1. Open a web browser and enter <https://dcnet.webex.com/>
2. On the Cisco Webex Welcome page, select **Sign In**.
3. Enter your username and password, and then select **Log In**.
4. When prompted to set your Profile PIN for your Cisco Unified MeetingPlace Audio Conferencing account:
5. In the New Profile PIN field, enter a numeric PIN.
6. In the Confirm Profile PIN, re-enter the numeric PIN.
7. Select **Submit**.

Schedule an Instant Meeting

1. Sign into your Cisco Webex Meeting Center.
2. Select the Meetings tab. On the navigation bar select **Host a Meeting > Schedule a Meeting**.
3. Enter a meeting topic and add your meeting invitees.
4. Select **Start Meeting**.

Schedule a Future Meeting

1. Sign into your Cisco Webex Meeting Center.
2. Select the Meetings tab. On the navigation bar select **Host a Meeting > Schedule a Meeting**.
3. Enter a meeting topic, date, and time, and add your meeting invitees.
4. Select **Schedule Meeting**.

Join a Webex Meeting from an Email Invitation

1. From your email application, open the meeting invitation.
2. Select the Meeting URL link to join the meeting.
3. **FOR MEETING HOST ONLY:** If prompted, sign in with your profile information. If you are the meeting host, your meeting will start after you sign in.
4. If required, enter the meeting password and click **Join**.
5. Once you are placed in the web meeting room, you can join the audio by:
6. Requesting the system call you at the number specified in the Audio Conference window. Then answer your phone and follow the audible prompts, or
7. Dialing the call-in number on the Meeting Info tab and following the audible prompts.

For troubleshooting assistance, contact the DC-Net HelpDesk at 202-715-3733.